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ABSTRACT

This report has been prepared in order to assist those interested in learning more about the Texas State Publications Clearinghouse, to allow the staff to review the program's strengths and weaknesses, and to reassess goals and objectives for the future. In order to facilitate a clear understanding of how the program evolved, Section One presents the historical development of both the nature and scope of the State Library's Texas documents activities, culminating with the creation of the Texas State Publications Clearinghouse in 1977. Section Two is a more detailed look at current key activities with special attention given to growth and expansion since 1974 in areas of programming such as microforms, indexing, distribution, the permanent collection and publications. Future goals and objectives are set forth in Section Three, including: (1) improving subject access to documents; (2) acquiring new types of documents; (3) increasing the availability of documents through the distribution of microforms; (4) providing increased assistance to depository libraries; (5) increasing Clearinghouse contact with depository libraries; and (6) improving bibliographic control. Section Four is a review of the program. A list of Texas State Depository libraries is appended. (Author/AP).

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TEXAS STATE DOCUMENTS:

THE DEVELOPMENT OF A PROGRAM

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TEXAS STATE PUBLICATIONS CLEARINGHOUSE
TEXAS STATE LIBRARY
AUSTIN, TEXAS

BY
DALE PROPP AND ROBERT WALTON

AUGUST 1977

IR005340

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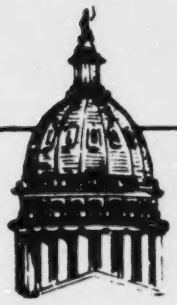
INTRODUCTION

Since 1965, over 17,000 state agency publications have been listed in the Texas State Documents checklist. During this same time period, the number of items identified and listed monthly has increased 233%, and shipments of documents to the 51 member libraries of the Texas Depository Network have increased from an average of 27 to 82 titles per month. While identification of measures such as these are essential to an understanding of the Texas State Publications Clearinghouse, they reflect only the most visible elements of a multidimensional program. With this in mind, the following report has been prepared in order to assist those interested in learning more about the program, to allow our staff to review the program's strengths and weaknesses, and to reassess goals and objectives for the future.

In order to facilitate a clear understanding of how the program evolved, Section One presents a historical examination of the development of both the nature and scope of the State Library's Texas documents activities, culminating with the creation of the Texas State Publications Clearinghouse in January 1977. With this as a point of departure, the reader will better be able to appraise any goals or objectives set forth in terms of how they will continue a policy of positive growth. Section Two is a more detailed look at current key activities with special attention given to the growth and expansion since 1974, in new and innovative areas of documents programming such as microforms, indexing, etc. Future goals and objectives are set forth in Section Three, with emphasis on the establishment of priorities concerning the investment of both time and resources. Lastly, Section Four is an attempt at self-criticism. In order to continue a pattern of healthy growth, we recognize the necessity to periodically realign the desires of the program staff with the changing needs of the documents patrons throughout the state.



SECTION ONE

HISTORICAL VIEW

a. Program History

b. Texas State Documents: Growth of the Checklist

a. PROGRAM HISTORY

THIS TIME LINE IS A CHRONOLOGICAL ILLUSTRATION OF THE GROWTH IN THE SCOPE AND DIRECTION OF THE ACTIVITIES OF THE TEXAS STATE PUBLICATIONS CLEARINGHOUSE. EACH INSTANCE IN WHICH THE TIME LINE IS INCREASED IN WIDTH REPRESENTS A SIGNIFICANT NEW DIMENSION AND RESPONSIBILITY UNDERTAKEN BY THE DOCUMENTS PROGRAM. IN ASSIGNING THESE 'STEPS' TO THIS REVIEW OF THE PROGRAM, GREAT CARE HAS BEEN TAKEN TO INSURE THAT NO 'STEP' WAS ASSIGNED TO AN ACTIVITY OR ACHIEVEMENT THAT WAS A ONE TIME OPERATION OR PROCEDURE. EACH STEP, RATHER, REPRESENTS AN ADDED DIMENSION WHICH IS ONGOING AND BENEFITS THE DEPOSITORY LIBRARY AND DOCUMENTS PATRON.

1848: 'Gift and Exchange' program established in the Secretary of State's office to obtain out-of-state documents.

1909: Texas State Library is established and charged with the responsibility of the collection and distribution of state agency documents.

1921: State Library publishes and distributes the first periodical listing of the publications received - Documents Checklist No. 1.

1963: Texas Legislature establishes the Texas State Depository System (V.A.T.S. 5442a) directing the State Library to automatically distribute documents to specified depository libraries when received in sufficient quantities.

CONTINUED

1974: (SEPTEMBER) Creation of a separate, centralized Texas state documents collection at the State Library.

1975: (JANUARY) Introduction of a classification scheme for use in organizing Texas state agency publications.

Texas State Documents checklist is expanded by including classification numbers for each document by a state agency.

Governor's Energy Advisory Council utilizes the Texas documents program as an agent in the distribution of its major 42-volume publication program.

(MAY) Classification scheme is enlarged to enable the classification of publications by state supported colleges and universities.

Texas State Documents checklist is expanded by including classification numbers for each document by a state supported college or university.

(JULY) Governor's Office of Planning Coordination transfers publications by the different Councils of Governments to the Texas documents program for listing in Texas State Documents and to be added to the documents collection.

(SEPTEMBER) The prototype 1974 Guide to Texas State Documents is published and distributed, providing a comprehensive title index and limited subject index.

Selective documents from the checklist Texas State Documents are cataloged and entered into OCLC.

Multiple copies of publications unavailable for distribution are placed in the Texas documents collection to service interlibrary loan requests.

CONTINUED

Bound volumes of the Texas Constitutional Convention Journals and Proceedings are distributed.

1976: (JANUARY) Secretary of State's Office agrees to make complimentary copies of the Texas Register available for distribution to the depository libraries.

The classification scheme adopted by the State Library is published and distributed.

(MAY) The first quarterly Title Index (January - March 1976) is published and distributed.

(JUNE) Introduction of a new dimension of the distribution program. Certain older documents are re-opened for distribution to depository and selecting libraries.

The second quarterly Title Index (April - June 1976) is published and distributed.

(SEPTEMBER) Documents listed in Texas State Documents as open for distribution are entered into OCLC immediately so as to be fully cataloged by the time documents are received by libraries participating in the distribution program.

Legislative Budget Board transfers certain budget requests to the Texas documents collection.

Texas documents program handles the distribution of the 10 volume Outdoor Recreation Plan by the Texas Parks and Wildlife department.

1977: (JANUARY) Introduction of an automatic periodical shipment system for libraries participating in the Texas documents distribution program.

CONTINUED

Beginning of the classification and transfer of old Texas documents, previously in storage, to the Texas documents collection.

. . . . (APRIL) Microfilming of all documents listed in Texas State Documents in 1974 completed and ready for use.

. . . (MAY) Prototype comprehensive Subject Index completed for the documents listed in the January and February 1977 issues of Texas State Documents. Published and distributed to interested libraries.

1975/1976 agency cumulation and title index being edited for publication in fall 1977.

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b. TEXAS STATE DOCUMENTS: GROWTH OF THE CHECKLIST

The first register of state agency publications issued by the Texas State Library appeared in October 1921. Documents Checklist No. 1 consisted of a single page and announced the publication of twenty-three state documents, including, for example, The Papers of Mirabeau Bonaparte Lamar and A Plea and a Plan for a County Health Service.

Since 1921, the monthly checklist has sought to meet the growing need for a more comprehensive listing of and increased bibliographic information about Texas state documents. Changes in the checklist's size, scope, and format reflect both increasing patron needs and the continual development of the Texas State Documents Program. The following discussion reviews the evolution of the checklist over the past fifty-two years.

Documents Checklist, the original checklist series, was published from 1921 to 1943 and consisted of one to two mimeographed pages listing six to fifty state agency publications which were available for distribution to libraries. Publications were divided into two groups: those to be shipped by parcel post, and those going out by second-class mail. Within each of these groups, documents were listed alphabetically by title or series title under the name of the issuing agency. Bibliographic information was limited to an abbreviated title and, occasionally, the publication date.

DOCUMENT CHECKLIST NO. 11
Shipment of August and September 1922
a. Parcel Post

EDUCATION DEPARTMENT :
Bulletin 148, July 1922, School grounds, school buildings and their equipment.
Bulletin 150, July, 1922, Directory of classified and accredited high schools.

b. Second Class

AGRICULTURAL DEPARTMENT :
Bulletin 71, July, 1922, Disinfecting cotton seed to prevent the spread of the pink boll-worm.

In 1943 the checklist format was revised. Postal groupings were discontinued, and documents were arranged simply by issuing agency and title. In addition, those documents received by the State Library in limited quanities and therefore unavailable for distribution were distinguished by an asterisk.

> * Supply limited. Libraries wanting copies of these bulletins should write directly to the department by which they are published.

In November 1952, the checklist received a new name: Official State Publications. The following year, formal distribution symbols were introduced and, where appropriate, agency subdivisions were included.

OFFICIAL STATE PUBLICATIONS

CHECK LIST No. 161 Two Pages September 1953

HEALTH, STATE DEPARTMENT OF.

Bureau of Food and Drugs.

1.___Texas milk grading and labeling law.

The name of the checklist was changed again in January 1963. Official State Publications now became the Checklist of Official State Publications with issues appearing bi-monthly. Additional bibliographic information was included for each document entry. Listings now gave the publication date and pagination in addition to issuing agency and document title. Special notes also indicated whether the document contained charts or illustrations or whether the document was in the form of a map or pamphlet.

CHECKLIST

OFFICIAL STATE PUBLICATIONS
NUMBER 194 - SEPTEMBER 1963

AGRICULTURAL AND MECHANICAL COLLEGE OF TEXAS

A. & M. COLLEGE OF TEXAS
____Proceedings of the Fourteenth Annual Highway Geology Symposium. (March 22, 1963). 87p. illus. chart. map. (pap.)

Two years later, in January 1965, the Texas documents program began issuing a second publication. In addition to the bi-monthly Checklist of Official State Publications, which indicated those publications available for distribution from the State Library, the program now offered the monthly series List of State Publications Issued. The Checklist continued to serve as an acquisition tool and order form, while the new List attempted to announce all documents received by the State Library, whether for distribution or not, and provide increased bibliographic control.

CHECKLIST

Compiled By

TEXAS DOCUMENTS, ARCHIVES DIVISION, TEXAS STATE LIBRARY

AERONAUTICS COMMISSION, TEXAS
1.- Wing Tips. Bi-monthly. newsletter. 8p. illus. March-April 1965, Vol.2,No.4

A&M UNIVERSITY, TEXAS
* 1.- Texas A and M TODAY. Spring 1965, Vol. 3, No. 2 - 4p. brochure

Texas Agricultural Experiment Station.
* 1.- B-1029: Suggestions for Weed Control with Chemicals. 1965. 48p. pamp.
* 2.- MP-748: Production Requirements and Costs of Growing Commercial Rosebushes December 1964. 8p. pamp.

Texas Forest Service.
1.- Circular 86: National Champion Trees of Texas. November 1964. 20p. illus.

AGRICULTURE, TEXAS DEPARTMENT OF
1.- TDA-M170: Summary of Texas Public Weighers Law and Rules and Regulations Concerning Public Weighers. Revised January 1965. 8p. pamp.
2.- TDA-E148: Texas Egg Law and Rules & Regulations. [n.d.] 19p. pamp.

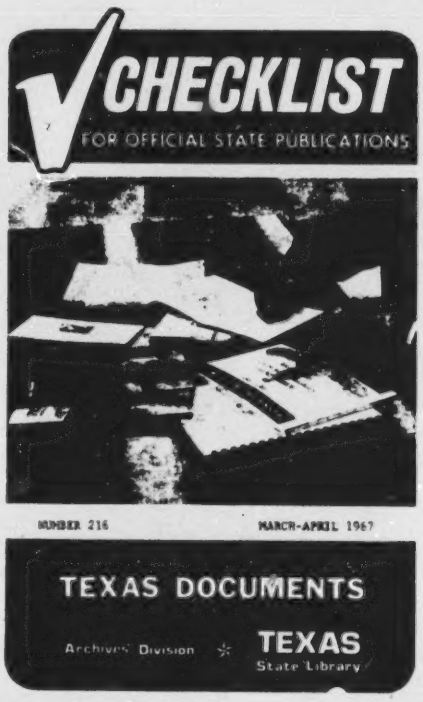
ATTORNEY GENERAL OF TEXAS
1.- Activities of The Attorney General's Office. A Report to the 58th Legislature 1963. 17p. pamp.
2.- Activities of The Attorney General's Office. A Report to the 59th Legislature 1964. 19p. pamp.
3.- Eminent Domain Seminar on "The Trial of Condemnation Cases", November 5, 6, 7, 1964. 152p. illus. (pap.).

AUDITOR, THE STATE
Audit Reports for:
* 1.- East Texas Tuberculosis Hospital - Year Ended August 31, 1964.
* 2.- Gainesville State School for Girls - Year Ended August 31, 1964.
* 3.- State Highway Department - Year Ended August 31, 1964.
* 4.- State Board of Barber Examiners - Year Ended August 31, 1964.
* 5.- State Department of Public Welfare - Two Years Ended August 31, 19[illegible]
* 6.- State Securities Board - Year Ended August 31, 1964.
* 7.- West Texas State University - Year Ended August 31, 1964.
* 8.- Midwestern University - Year Ended August 31, 1964.

COMPTROLLER OF PUBLIC ACCOUNTS, STATE OF TEXAS
1.- Annual Report, Part II, 1964. Tax Collectors Accounts - Assessed Valuations - Tax Rates Miscellaneous. 129p. (pap.).

CORRECTIONS, TEXAS DEPARTMENT OF
Bureau of Records and Identification. Monthly Report of Inmates. up. multi.
* 1.- February 1965.

Asterisk (*) Denotes No Routine Distribution.



The April 1967 issue of the List of State Publications Issued displayed a new masthead on the checklist, which, with modifications, has continued to serve in that capacity through the present time.

APRIL • 1967

LIST OF STATE PUBLICATIONS ISSUED

Compiled By TEXAS DOCUMENTS - ARCHIVES DIVISION - TEXAS STATE LIBRARY

In January 1968 a new publication, Texas State Documents was issued, replacing both the monthly List of State Publications Issued and the bi-monthly Checklist for Official State Publications. As a result, both bibliographic control and a means for acquisition were once again contained in the monthly checklist.

The new checklist also contained a new format. Documents issued by state agencies were separated from those issued by state supported colleges and universities, and pagination was altered to allow sequential pagination for a calendar year.

January 1975 saw the addition of two major new features to the checklist: a classification number and 'entry' number. The classification number is drawn from Texas State Documents Classification and Almost Compleat List of Texas State Agencies From Statehood to the Present, a scheme for the classification of state agency publications, developed by Brenda Olds for use by the Legislative Reference Library. In 1975, the scheme was expanded to enable the classification of publications by state supported colleges and universities. This made it possible, by May 1975, for each publication listed in Texas State Documents to be accompanied by a classification number. It was with this addition that the checklist became the principal method available for access to Texas state publications.

NOTES, ADDITIONS AND CORRECTIONS

NOTES:

Due to the increased size of TEXAS STATE DOCUMENTS the Government Publications Section is initiating a new procedure for ordering documents. Beginning with this issue the last page of TEXAS STATE DOCUMENTS will be a printed order form. Please circle the number corresponding to the desired document and return the form only. It is no longer necessary to send the entire checklist in order to request documents.

The entry number was introduced with several applications in mind. First, it was intended to simplify the ordering process. Previously libraries returned the entire checklist to order publications for distribution. With the introduction of the entry number, a single page order form listing the entry numbers of the documents listed for distribution was attached to the back of each checklist. This allowed the library to retain the checklist, their main source of bibliographic information, and still select the documents listed as open for distribution.

The entry number is also an integral part of the Texas State Library's microfilming program in that it serves as a location point for each document on the film. Finally, the entry number is used as a reference point in the subject, title, and author indexes which are produced to accompany the checklist.

The most recent major addition to the checklist is the 'standing order' system for state agency and university periodicals. Prior to January 1977, individual issues of periodicals received were listed in each checklist. Periodicals are now listed once each year in a periodical supplement which appears with the January issue. Libraries indicate on a special order form which periodicals they wish to receive during the calendar year and monthly receive a shipment of just those periodicals. New periodicals received after January are listed in the regular checklist and also made available on a standing basis for the remainder of the year.

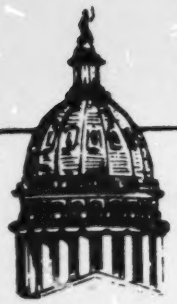
In January 1977, the Texas State Documents Program took on the new name of the Texas State Publications Clearinghouse. To accompany the name change a new masthead was designed and now announces each new issue of Texas State Documents.

ISSN: 0363-4736

TEXAS STATE PUBLICATIONS CLEARINGHOUSE
TEXAS STATE LIBRARY • Public Services Dept.
Box 12927 Capitol Station • Austin, Texas 78711

TEXAS STATE DOCUMENTS

DOCUMENTS RECEIVED BY TEXAS STATE LIBRARY DURING THE MONTH



SECTION TWO

CURRENT PROGRAMS

a. Distribution
b. Permanent Collection
c. Microfilm
d. Indexing
e. Publications

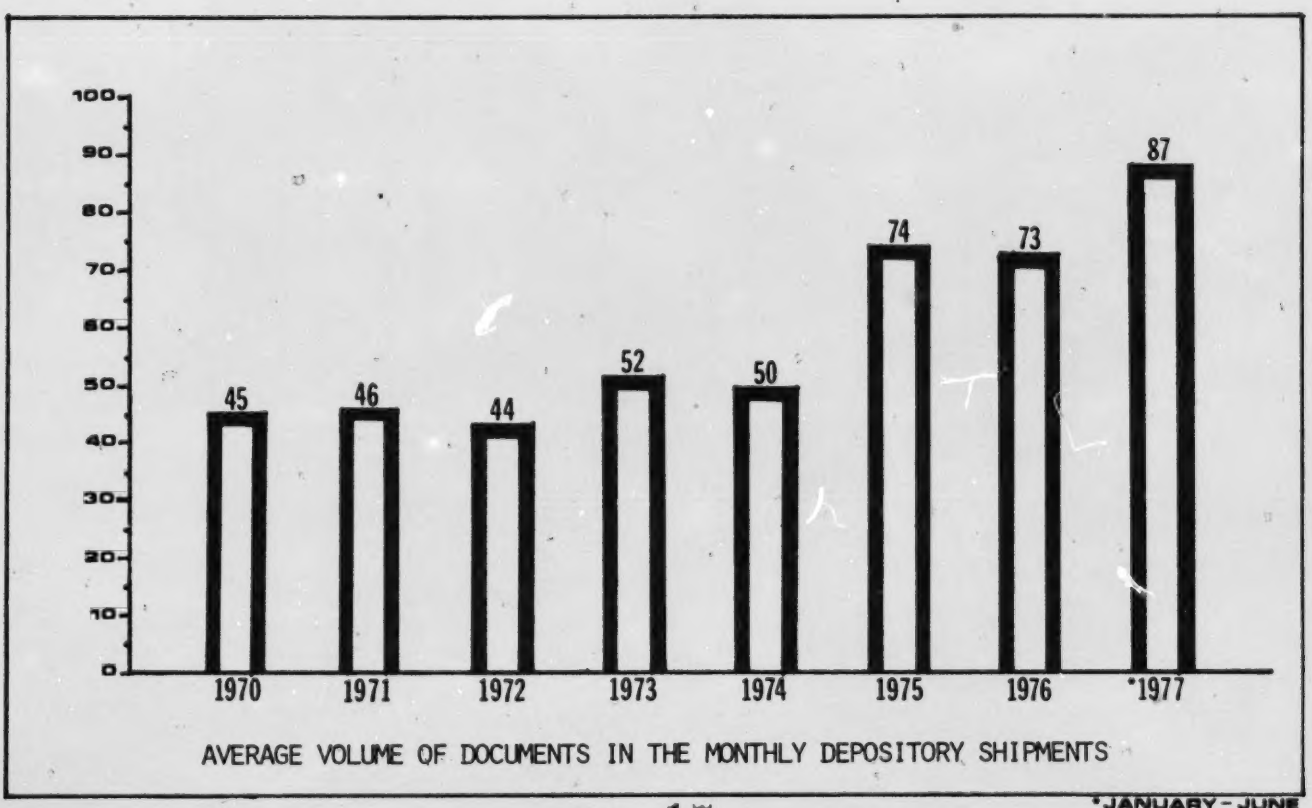
a. The Distribution Program

Since 1909, the State Library has collected state agency publications and provided them, free of charge, to libraries throughout the state and nation. The distribution of these documents remains one of the principal responsibilities of the Texas State Publications Clearinghouse.

Distribution of state agency publications is accomplished in a variety of ways.

1. STANDARD DISTRIBUTION:

Publications listed as open for distribution (_____) in the monthly checklist, Texas State Documents, are automatically shipped to 51 Depository libraries and 24 Unofficial Depository libraries. All other libraries desiring publications available for distribution can order them from the State Library, while supplies last, utilizing special order forms attached to the monthly checklist. From six to ten thousand documents are distributed this way every month accounting for 80% of all documents distributed.



AVERAGE VOLUME OF DOCUMENTS IN THE MONTHLY DEPOSITORY SHIPMENTS

*JANUARY - JUNE

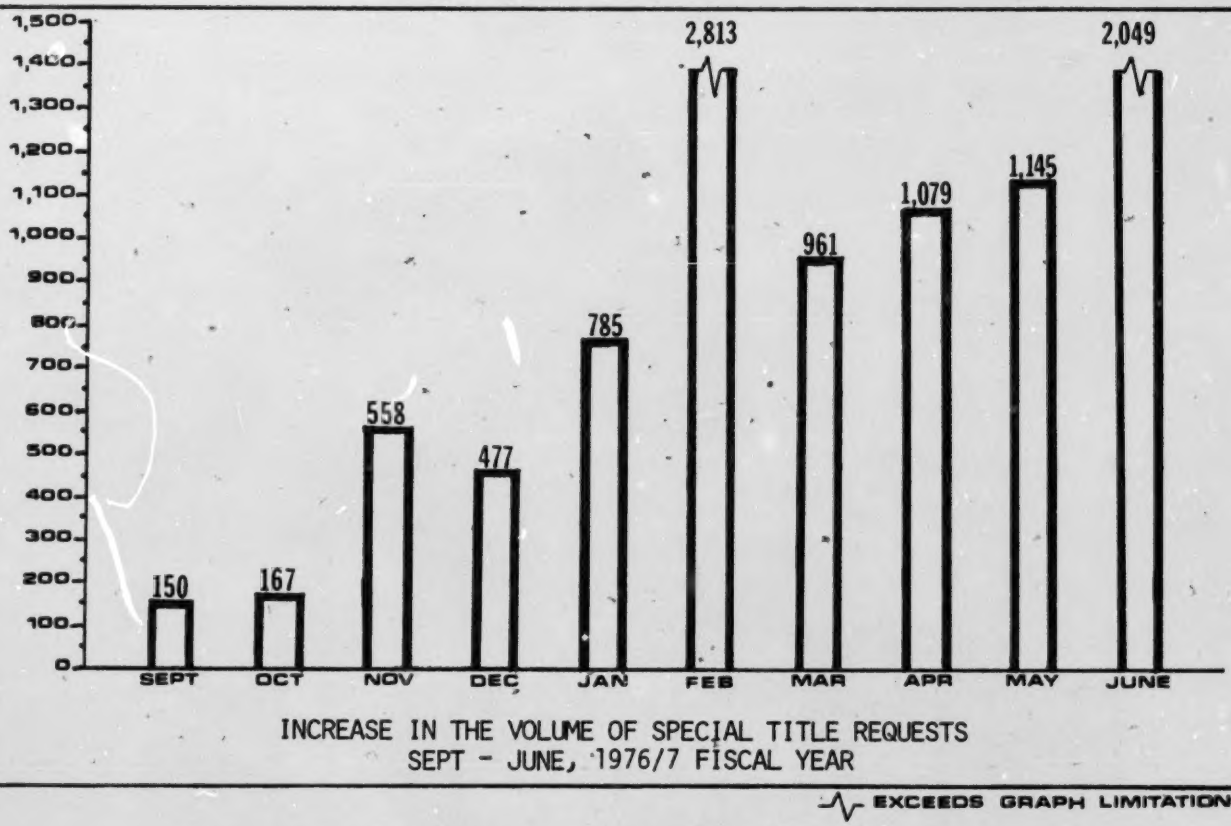
17

2. CLEARINGHOUSE DISTRIBUTION:

Many agencies have found it advantageous to use the distribution program as a clearinghouse for major publication efforts. Instead of trying to handle the large volume of claims and correspondence by interested libraries and private firms, orders are forwarded to the Clearinghouse where the documents are pulled, packaged,and mailed, usually within 24 hours.

3. SPECIAL REQUESTS:

Special requests account for the fastest growing demand on the distribution program. Many libraries depend on the Clearinghouse to supply missing issues of periodicals and serials, especially when preparing for binding. Many older documents, dating back as far as the 1800's, can still be obtained from the State Library by special request. Special requests on the whole have increased during the past biennium over 1000%.



INCREASE IN THE VOLUME OF SPECIAL TITLE REQUESTS
SEPT - JUNE, 1976/7 FISCAL YEAR

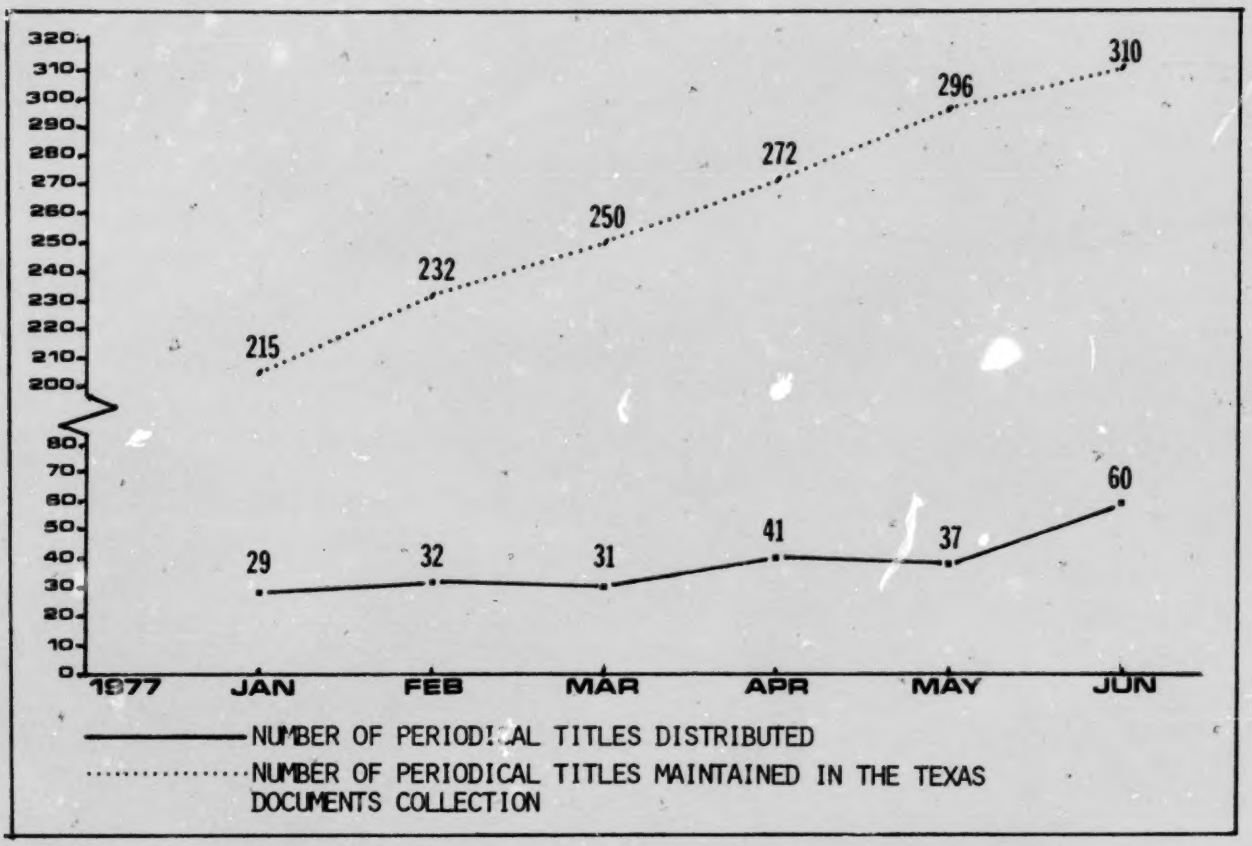
EXCEEDS GRAPH LIMITATIONS

4. PERIODICAL DISTRIBUTION:

In January 1977, the Clearinghouse initiated a new method for distributing its periodicals. Instead of periodicals being listed in the body of the monthly checklist, they were listed together

(PERIODICAL DISTRIBUTION CONTINUED)

in the Texas State Documents Periodical Supplement. Those periodicals available for distribution were automatically included in the shipments to the Depository and Unofficial Depository libraries. Selecting libraries were allowed to select those periodicals they wished to receive on a standing basis for the entire year. No longer was it necessary to order periodicals each month. Periodicals received by the Clearinghouse for the first time after the January listing are included in a separate section of the checklist in the month in which they are received. If the periodical is available for distribution, it is automatically sent to Depository and Unofficial Depository libraries and is made available , on a standing basis, to selecting libraries for the remainder of the year.



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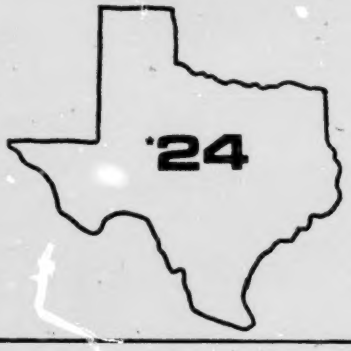
THERE ARE THREE DIFFERENT TYPES OF LIBRARIES WHICH REGULARLY UTILIZE THE DISTRIBUTION PROGRAM OF THE TEXAS STATE PUBLICATIONS CLEARINGHOUSE

1. DEPOSITORY

Libraries receiving automatic shipments of documents listed in Texas State Documents as open for distribution (____) and as available for distribution to depository libraries (+). Depository libraries may also receive complimentary copies of valuable reference tools, such as Handbook of Texas Government and the Texas Register, which are ordinarily sold on a subscription basis.

There are 51 Depository libraries.

2. UNOFFICIAL DEPOSITORY



Libraries receiving automatic shipments of documents listed in Texas State Documents as open for distribution (____).

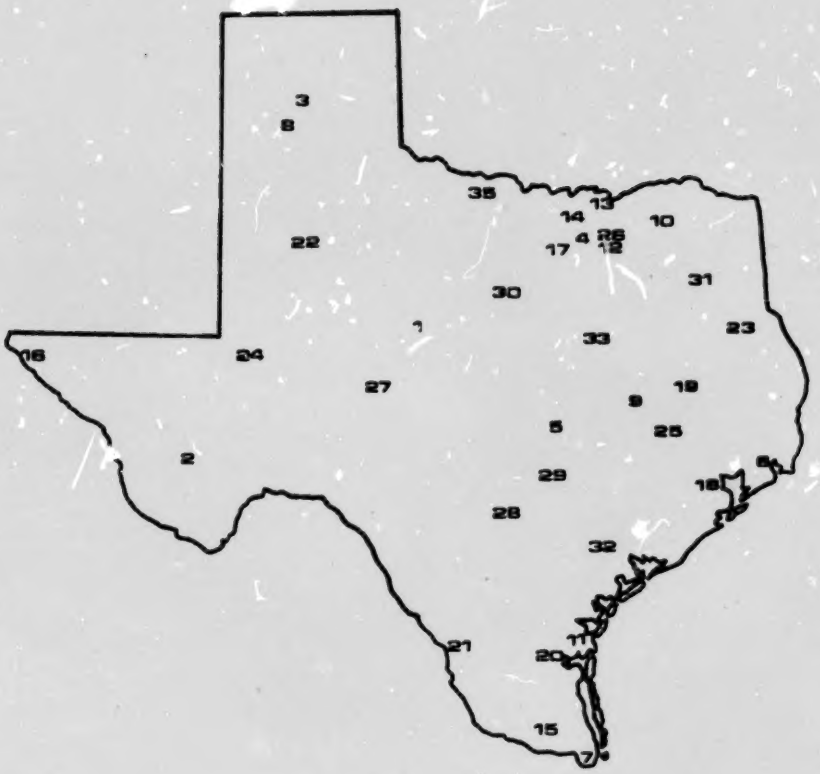
There are 24 Unofficial Depository libraries.

3. SELECTING

Libraries which receive the monthly checklist Texas State Documents, and are eligible to order those publications listed as open for distribution (____).

There are 265 Selecting libraries.

20 * INDICATES THE NUMBER OF EACH RESPECTIVE TYPE OF LIBRARY



DEPOSITORY LIBRARIES

1. ABILENE, TEXAS:
   -Abilene Public Library

2. ALPINE, TEXAS:
   -Sul Ross University

3. AMARILLO, TEXAS:
   -Amarillo Public Library

4. ARLINGTON, TEXAS:
   -University of Texas at Arlington

5. AUSTIN, TEXAS:
   -Legislative Reference Library
   -University of Texas at Austin

6. BEAUMONT, TEXAS:
   -Beaumont Public Library
   -Lamar University

7. BROWNSVILLE, TEXAS:
   -Pan American University

8. CANYON, TEXAS:
   -West Texas State University

9. COLLEGE STATION, TEXAS:
   -Texas A&M University

10. COMMERCE, TEXAS:
    -East Texas State University

11. CORPUS CHRISTI, TEXAS:
    -La Retama Public Library
    -Texas A&I University

12. DALLAS, TEXAS:
    -Dallas Public Library
    -Southern Methodist University

13. DENISON, TEXAS:
    -Denison Public Library

14. DENTON, TEXAS:
    -North Texas State University
    -Texas Women's University

15. EDINBURG, TEXAS:
    -Pan American University

16. EL PASO, TEXAS:
    -El Paso Public Library
    -University of Texas at El Paso

17. FORT WORTH, TEXAS:
    -Fort Worth Public Library
    -Texas Christian University

18. HOUSTON, TEXAS:
    -Houston Public Library
    -Rice University
    -Texas Southern University
    -University of Houston

19. HUNTSVILLE, TEXAS:
    -Sam Houston State University

20. KINGSVILLE, TEXAS:
    -Texas A&I University

21. LAREDO, TEXAS:
    -Texas A&I University

22. LUBBOCK, TEXAS:
    -Texas Tech University

23. NACOGDOCHES, TEXAS:
    -Stephen F. Austin State University

24. ODESSA, TEXAS:
    -Ector County Library
    -University of Texas of Permian Basin

25. PRAIRIE VIEW, TEXAS:
    -Prairie View A&M University

26. RICHARDSON, TEXAS:
    -University of Texas at Dallas

27. SAN ANGELO, TEXAS:
    -Angelo State University

28. SAN ANTONIO, TEXAS:
    -Saint Mary's University
    -San Antonio Public Library
    -Trinity University
    -University of Texas at San Antonio

29. SAN MARCOS, TEXAS:
    -Southwest Texas State University

30. STEPHENVILLE, TEXAS:
    -Tarlton State University

31. TYLER, TEXAS:
    -Texas Eastern University

32. VICTORIA, TEXAS:
    -University of Houston

33. WACO, TEXAS:
    -Baylor University
    -Waco-McClennan County Library

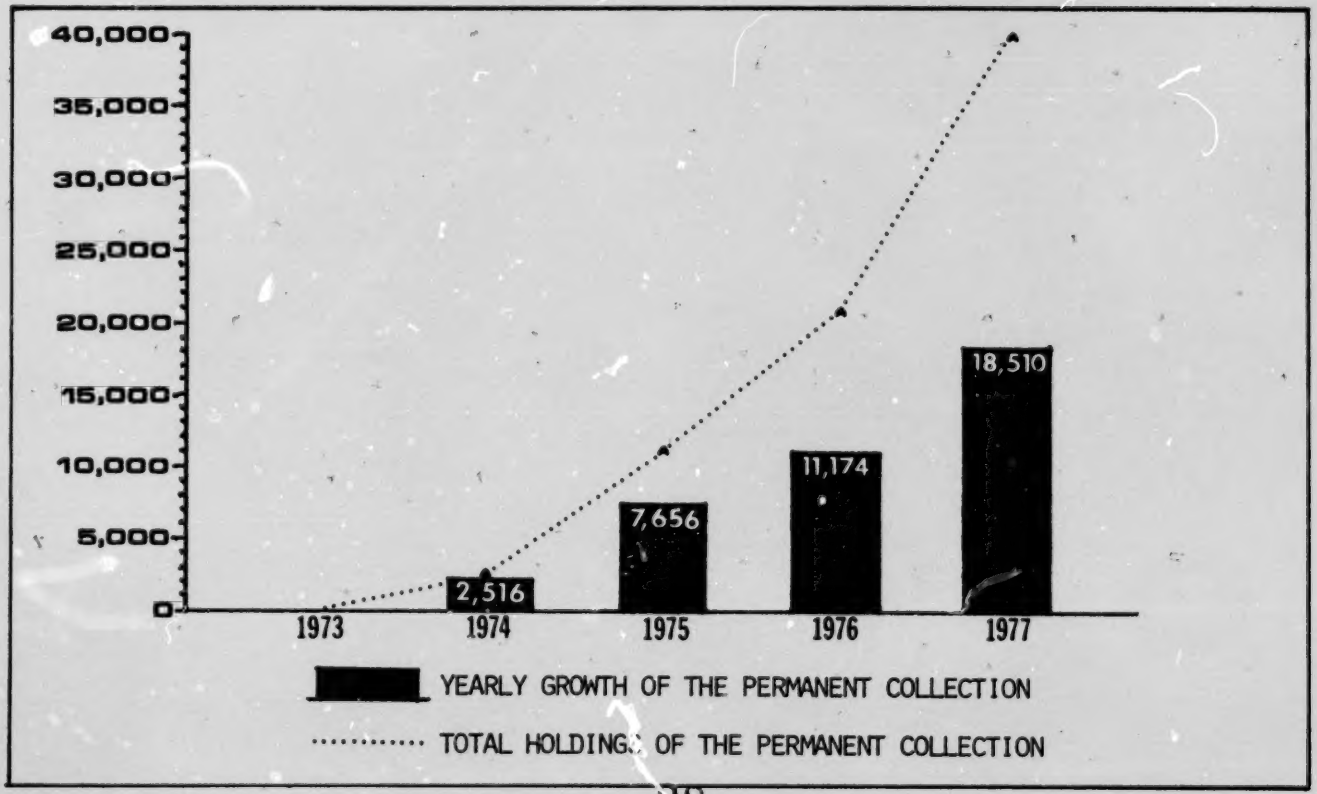
34. WASHINGTON, D.C.:
    -Library of Congress

35. WICHITA FALLS, TEXAS:
    Midwestern University

b. The Permanent Texas Documents Collection

Prior to 1975 no formal permanent collection was maintained for Texas state agency publications received by the Texas State Library. Documents received were merely listed in the monthly checklist, Texas State Documents, and the various divisions of the library were given the opportunity to select and retain publications for their own use. Thus, documents were scattered throughout the library. Those publications not retained by other library divisions were stored in the stacks, arranged roughly by issuing agency.

This situation permitted very little in-depth reference work. Only if a document could be found in the stack area, or if it had been selected and cataloged by one of the library divisions, was there much chance that it could be made available for patron use.



In September 1974, because of the increasing demand for state agency publications, the Texas State Library established a centralized, permanent Texas documents collection. In addition, to provide easy access to the documents in its collection, the library adopted the classification scheme for state publications used by the Texas Legislative Reference Library.

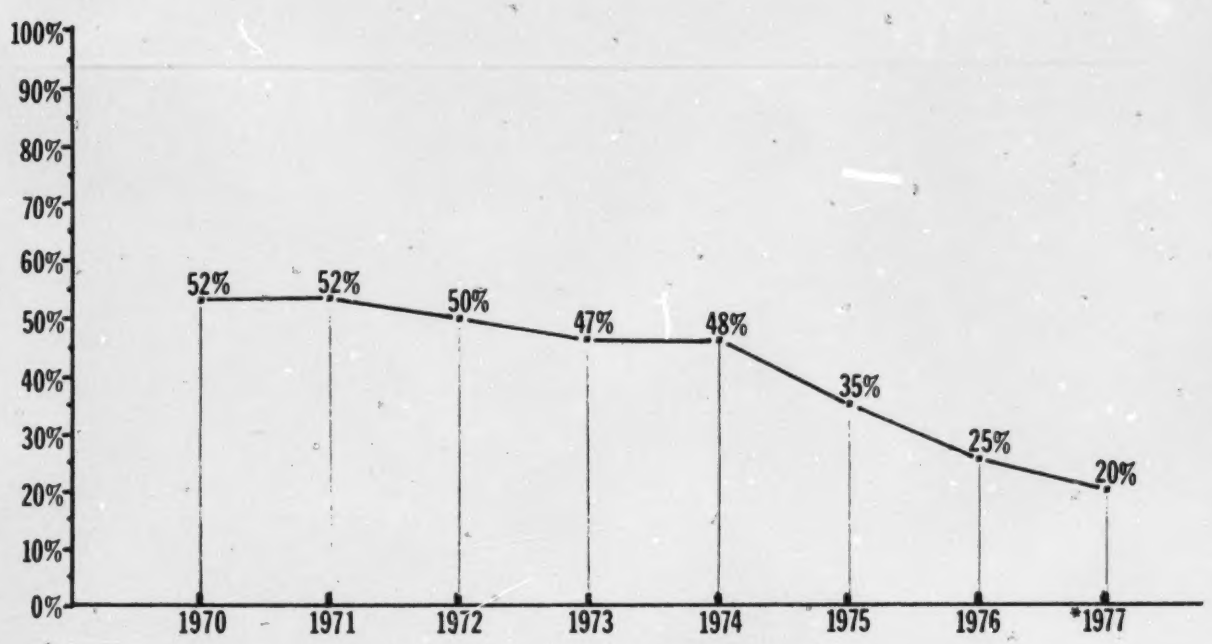
The base year for the permanent collection is 1974. All documents received and listed since January 1974 have been classified, processed, and shelved. At present there are over 40,000 publications in the collection, and currently an average of 1300 new documents are being added each month. A project to process older publications (easily classified documents such as annual reports and long runs in a series) was begun in February 1977. This project has already seen nearly 9000 publications added to the collection. Future plans include processing older monographs with distinct titles and distributing their classification numbers to those libraries which use the Texas State Library classification scheme.

Access to the permanent collection is provided primarily by the shelflist and the Title Index. Subject access will be increasingly available through the recently introduced bi-monthly Subject Index and more comprehensive cataloging. To date, two issues of the Subject Index have been prepared (indexing 1182 documents), and over 2000 documents have been cataloged and their cards placed in the main public catalog.

The increase in the quantity of documents received and the improved access to documents are reflected in the number of documents circulated each month, increasing from an average of 29 in 1975 to over 100 per month in 1977.

c. The Microfilm Program

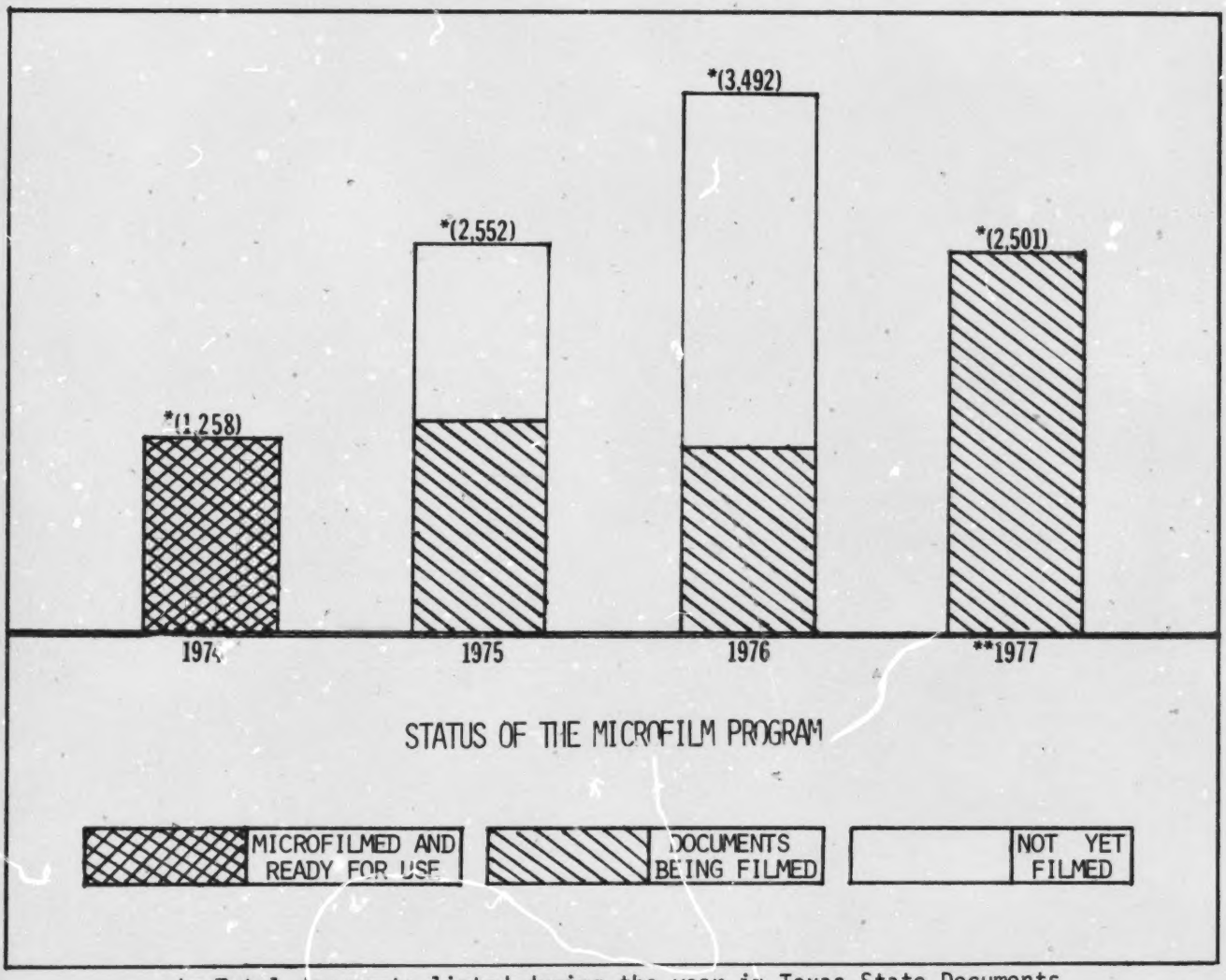
The Texas State Library began serious consideration of the potentials of microform applications for it s state documents program in mid-1975. After increased efforts to secure copies of all identifiable state agency publications for the Texas Documents Collection, the number of documents received and listed every month in Texas State Documents grew consistently every month. Due to limited reproduction of many of the documents listed, however, the proportion of documents listed to those available for distribution has severely decreased. As a result, while the number of documents listed each month in the checklist has increased approximately 400%, the percentage of those documents distributed has fallen from an average of 45% to 20%.



PERCENTAGE OF THE DOCUMENTS DISTRIBUTED TO THE TOTAL LISTED IN TEXAS STATE DOCUMENTS

*JANUARY - JUNE

The original goal in establishing an expanded Texas documents program was to provide a means for more bibliographic control of, and access to, publications issued by state agencies. By increasing both the scope and comprehensiveness of the monthly checklist, bibliographic control has been greatly increased. Physical access, on the other hand, has continued to be an increasing problem as the percentage of documents distributed continues to decline. Skyrocketing printing costs and state agency budget cutbacks indicate that this trend will continue. At this point, increased distribution through microforms seems to be the only realistic solution to the problem.



* Total documents listed during the year in Texas State Documents
** January - June

The Texas State Library is planning an overall microfilm distribution program including microfiche, roll film, and film cartridges. All publications will be filmed in the same order that they appear in the monthly checklist, Texas State Documents, with the 'entry number' appearing over the document page on each frame of film. The frame containing the first page of each document will be marked with an electronic 'blip' to facilitate retrieval when used with a reader equipped with automatic retrieval capabilities.

Ultimately, the Texas State Library will be able to offer all documents listed in Texas State Documents either by the month, in roll film format, or by individual document in microfiche format. It is hoped that very soon all libraries will have access to every known publication by a state agency in Texas.

d. The Indexing Program

The primary responsibility of a state documents program is to acquire state government publications and to make them easily available for research. One effective means of providing ready access to state documents is through various kinds of indexes to the documents. The Texas State Publications Clearinghouse prepares three kinds of indexes to the documents in its collection: a title index, a subject index, and an index by issuing agency.

TITLE INDEX

The Texas State Publications Clearinghouse prepares and distributes the quarterly Title Index to all monographic publications listed in its monthly checklist. Entries are arranged alphabetically by title and include both the Texas State Library classification number and the checklist entry number. Publications with non-distinct titles, such as annual reports, financial statements, audit reports (except those prepared by the State Auditor), and college and university catalogs are not indexed. For access to these publications it is recommended that patrons consult the monthly checklist or the annual agency cumulation under the appropriate agency name.

A title index to periodicals accompanies the Periodicals Supplement which is issued each January, beginning in 1977. This index is updated in the Quarterly Title Index.

To date only one annual Title Index has been distributed. It appeared in the Guide to Texas State Documents 1974. A title index to documents listed in the checklists in 1975 and 1976 is currently being edited. Future title indexes will, we hope, be issued annually.

SUBJECT INDEX

Subject access to publications is an extremely effective means of information retrieval. Two types of subject access can be used with state agency publications: subject cataloging and subject indexing.

Those few libraries capable of full subject cataloging of state agency documents enjoy moderately successful access to their documents. However, the unique nature of state agency publications prohibits complete access even with full cataloging. A single publication frequently contains information on many diverse but equally important topics as well as a wealth of graphs, charts, and

statistical data. Cataloging can rarely isolate more than a few of the most obvious subjects deserving attention.

The only really effective means of achieving comprehensive retrieval of information in state agency publications is through a detailed subject index. With this in mind, in 1975 the Texas State Library, in cooperation with a University of Texas Graduate School of Library Science class in indexing and abstracting, prepared a prototype subject index to state agency publications. The index included all publications listed in Texas State Documents checklists during 1974, and it was distributed as part of the Guide to Texas State Documents 1974. Although this first subject index was very well received, staff limitations prevented a continuation of the index until 1977.

In February 1977 the Texas State Publications Clearinghouse resumed publication of a subject index, with the index now available bi-monthly. Main headings are drawn primarily from the Library of Congress Subject Headings, and subheadings are determined by document content. Main subject headings appear in capital letters and are arranged alphabetically word by word; subheadings are indented.

Because document titles are not included in the Subject Index, the index must be used in conjunction with the monthly checklist. To determine the title of a document listed in the Subject Index, it is necessary to note the entry number provided and to refer to that number in the checklist. The document entry in the checklist also provides additional bibliographic information.

Because state publications often contain information on more than one topic, many documents are listed under multiple headings in the index. In addition many cross references have been included to help the researcher locate information. All cross references are preceded by an asterisk to distinguish them from the subject headings. Also, those documents available for distribution have been indicated by the distribution symbol +.

Not all documents listed in the checklist are included in the Subject Index. Financial statements, audit reports, and college and university catalogs are omitted. Access to these publications is best gained through the monthly checklist or the annual agency cumulation under the appropriate agency name.

Plans for continuing the Subject Index are indefinite at this time. Ideally it will be continued in its bi-monthly format, with an annual cumulation issued at the end of each year.

AGENCY CUMULATION

In addition to providing access by title and subject, it is also important to provide access to state agency publications by issuing agency. For the Texas State Publications Clearinghouse the need for this form of access becomes increasingly clear as the number of publications received continues to grow. Only a yearly cumulation of agency publications, arranged by issuing agency, provides direct and immediate access to all titles received by the Clearinghouse during the year.

The first annual agency cumulation was prepared by the Texas State Library in 1974. It was arranged alphabetically by title under issuing agency and it appeared in the Guide to Texas State Documents 1974. No annual cumulations have been distributed since then, although a combined cumulation for documents listed in 1975 and 1976 has been prepared. This cumulation should be issued in the fall of 1977. Future agency cumulations will, we hope, be issued annually.

E. Publications

THE FOLLOWING TITLES ARE PUBLICATIONS ISSUED BY THE TEXAS STATE PUBLICATIONS CLEARINGHOUSE. ALL ARE AVAILABLE FOR DISTRIBUTION OR SUBSCRIPTION EXCEPT THOSE MARKED WITH *.

1. Texas State Documents.
   Monthly. 1921- (name varies)

2. Periodicals Supplement.
   Yearly. January 1977-

3. Texas State Documents - Title Index.
   Quarterly. 1976-

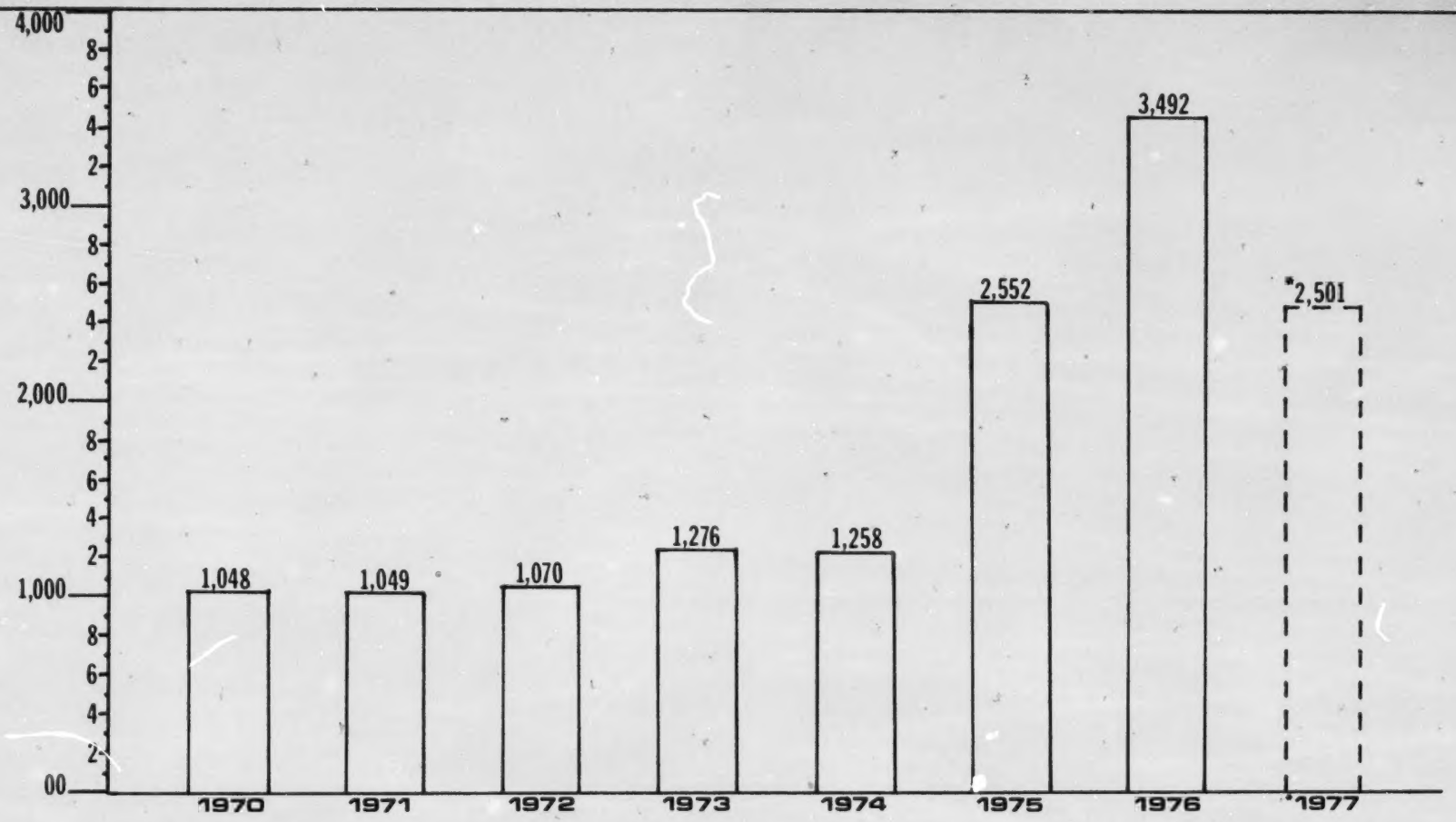
4. Index to Periodicals Supplement.
   Yearly. January 1977- (updated quarterly by Quarterly Index to Periodicals)

5. Texas State Documents - Subject Index.
   Bi-monthly. 1977-

6. *Guide to Texas State Documents - 1974.
   1975.

7. Texas State Documents & Almost Compleat List of Texas State Agencies from Statehood to the Present.
   1976.

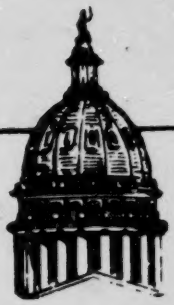
8. Guide to Texas State Documents - 1975 and 1976.
   To be published. (Differs from the 1974 Guide in that it does not contain a subject index or a compilation of checklists)



NUMBER OF TITLES LISTED IN TEXAS STATE DOCUMENTS SINCE 1970

MONTHLY AVERAGE	87	87	89	106	104	212	291	*417
% INCREASE SINCE 1970	N/A	.095%	2.0%	21%	20%	143%	233%	*379%

*JANUARY-JUNE



SECTION THREE

GOALS
&
OBJECTIVES

Goals and Objectives

The Texas state documents program of the Texas State Publications Clearinghouse has greatly expanded since the establishment of its central documents collection in 1974. Its growth has been shaped largely by its capabilities in terms of staff and resources, and the needs of its patrons and participating libraries.

The Clearinghouse has now reached a point in its development when it is essential to review past progress and plan for the future. The following is a list of goals and objectives which the Clearinghouse staff has identified as guidelines for its continued growth.

— IMPROVE SUBJECT ACCESS TO DOCUMENTS:

1. Continue and improve the Subject Index.
2. Include periodicals in the Subject Index.
3. Provide comprehensive cataloging.
4. Prepare a 'cataloging bulletin' to supply cataloging information to non-OCLC libraries.

—ACQUIRE NEW TYPES OF DOCUMENTS:

1. Laws passed by the Texas Legislature.
2. Governor's executive orders and news releases.
3. Budgets from state agencies and institutions of higher education.
4. Minutes of agency board meetings.
5. Municipal publications.

—INCREASE THE AVAILABILITY OF DOCUMENTS THROUGH THE DISTRIBUTION OF MICROFORMS:

1. Distribute microfilm/microfiche copies of all documents listed.
2. Make microform copies available within 30 days of receipt of the checklist.
3. Distribute agency annual reports, statistical reports and similar documents on a retrospective basis.

— PROVIDE INCREASED ASSISTANCE TO DEPOSITORY LIBRARIES:

1. Include documents order information on the checklist.
2. Provide a monthly shipping list to facilitate checking in documents.
3. Furnish preprocessed labels for all depository libraries.
4. Distribute catalog cards for all depository documents.
5. Supply classification numbers for older documents.

— INCREASE CLEARINGHOUSE CONTACT WITH DEPOSITORY LIBRARIES:

1. Prepare slide-tape presentation of the documents program.
2. Hold workshops and annual conference for depository librarians.
3. Send Clearinghouse staff on visits to depository libraries.
4. Publish newsletter containing information on Clearinghouse and state documents programs.

— IMPROVE BIBLIOGRAPHIC CONTROL:

1. Prepare a comprehensive listing of all identifiable Texas documents.
2. Prepare a union list of Texas documents.

It is vital that the Texas State Publications Clearinghouse continue to make its documents program responsive to the needs of the depository libraries. The Clearinghouse, therefore, has asked depository libraries for aid in preparing guidelines for its future development.

In July 1977 a questionnaire concerning individual documents programs was sent to each of the participating libraries. Each was asked to rank a number of projects in order of importance according to the needs of that library. In addition, a conference for Texas depository librarians will be held in September, 1977, giving librarians a firsthand opportunity to meet with the Clearinghouse staff and to voice their recommendations for program growth.

By cooperating in the preparation of these guidelines, the Clearinghouse and depository libraries can help insure efficent program management and superior patron service.

SECTION FOUR

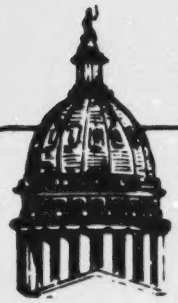
PROGRAM REVIEW

Program Review

We have seen demonstrated here the growth of a program: the historical development, the present status, the hopes and aspirations. We hope we have illustrated how the quality of service has become more efficient, more comprehensive, and more in depth. It is important to remember, however, that while all of these things are essential to the organization of a statewide program, if a patron enters a Texas depository library and cannot locate information, we have failed.

It is our hope that this is not the case, but what emerges here is a present weakness of the Texas documents program, namely, a lack of mutual communication and feedback between the Texas State Library and the depository libraries. It is true that with the fast-moving program now existing in Texas documents, depository librarians have not often enough been brought into the planning and development of new procedures and programs. This has largely been the result of a lack of time and the proper medium in which to carry on discussions and to allow the Texas State Publications Clearinghouse staff to consume the vast amount of information that we know the depository librarians have and are willing to give.

Recognizing that we have a need for better communication, it is hoped that with the publication of this report and through the discussions at the Texas documents conference in September 1977, the Texas State Publications Clearinghouse will embark on a new partnership with the depository libraries throughout the state, the foundation of the Texas documents program.



APPENDICES

TEXAS DEPOSITORY LIBRARIES

Abilene Public Library
Documents Department
202 Cedar Street
Abilene, TX 79601

Sul Ross University
Library, Documents Department
Alpine, TX 79830

Amarillo Public Library
Documents Department
P.O. Box 2171
Amarillo, TX 79105

University of Texas at Arlington
Library, Documents Department
Arlington, TX 76010

Legislative Reference Library
State Capitol Building
Austin, TX 78711

University of Texas at Austin
Barker History Center
Sid Richardson Hall
Austin, TX 78712

Beaumont Public Library
Reference Department
P.O. Box 3827
Beaumont, TX 77704

Lamar University
Library, Documents Department
Box 20021, Lamar Tech Station
Beaumont, TX 77710

Pan American University
Library, Documents Department
Brownsville Center/80
Brownsville, TX 78520

West Texas State University
Library, Documents Department
Canyon, TX 79016

Texas A & M University
Library, Documents Department
College Station, TX 77843

East Texas State University
Library, Documents Department
Commerce, TX 74529

La Retama Public Library
Documents Department
505 North Mesquite
Corpus Christi, TX 78401

Texas A & I University
Library, Documents Center
P.O. Box 6010
Corpus Christi, TX 78411

Dallas Public Library
Documents Division
1954 Commerce Street
Dallas, TX 75201

Southern Methodist University
Fondren Library
Documents Department
Dallas, TX 75201

Denison Public Library
231 North Rusk Ave.
Denison, TX 75020

North Texas State University
Library, Documents Department
Box 5188, N.T. Station
Denton, TX 76203

Texas Women's University
Library, Documents Department
P.O. Box 3715, TWU Station
Denton, TX 76204

Pan American University
Library, Documents Department
Edinburg, TX 78539

El Paso Public Library
Documents Department
501 North Oregon Street
El Paso, TX 79901

University of Texas at El Paso
Library, Documents Department
El Paso, TX 79999

Fort Worth Public Library
Government Publications
9th & Throckmorton
Fort Worth, TX 76102

Texas Christian University
Burnett Library
Documents Department
Fort Worth, TX 76129

Houston Public Library
Texas Room
500 McKinney Ave.
Houston, TX 77002

Rice University
Fondren Library
Documents Department
P.O. Box 1892
Houston, TX 77001

Texas Southern University
Library, Documents Department
3201 Wheeler Street
Houston, TX 77004

University of Houston
Library, Documents Department
3801 Cullen Blvd.
Houston, TX 77004

Sam Houston State University
Library, Documents Department
Huntsville, TX 77341

Texas A & I University
Library, Documents Department
Kingsville, TX 78363

Texas A & I University
Library, Documents Department
Laredo, TX 78040

Texas Tech University
Library, Gift and Exchange
Lubbock, TX 79409

Stephen F. Austin State University
Library, Documents Department
Nacogdoches, TX 75962

Ector County Library
Documents Department
622 North Lee Street
Odessa, TX 79760

University of Texas at Permian Basin
Learning Resources Center
East University Blvd.
Odessa, TX 79760

Prairie View A & M University
Library, Documents Department
Prairie View, TX 77445

University of Texas at Dallas
Library, Documents Department
P.O. Box 643
Richardson, TX 75080

Angelo State University
Library, Documents Department
P.O. Box 3811, SAC Station
San Angelo, TX 76903

Saint Mary's University
Library, Documents Department
2700 Cincinnati Ave.
San Antonio, TX 78228

San Antonio Public Library
Main Branch, Business Department
203 South Saint Mary's Street
San Antonio, TX 78205

Trinity University
Library, Documents Department
715 Stadium Drive
San Antonio, TX 78212

University of Texas at San Antonio
Library, Documents Department
4242 Piedras Drive, Suite 250
San Antonio, TX 78284

Southwest Texas State University
Library, Documents Department
San Marcos, TX 78666

Tarleton State University
Library, Documents Department
Stephenville, TX 76402

Texas Eastern University
Library
East Berta Street
Tyler, TX 75701

University of Houston at Victoria
2302-C East Red River Street
Victoria, TX 77901

Baylor University
Library, Documents Department
P.O. Box 6307
Waco, TX 76707

Baylor University
Texas Collection
P.O. Box 6396
Waco, TX 76706

Waco-McClennan County Library
Special Collection
1717 Austin Ave.
Waco, TX 76701

Library of Congress
Exchange and Gift Division
Washington, D.C. 20540

Midwestern University
Library, Documents Department
3400 Taft Street
Wichita Falls, TX 76308

TEXAS UNOFFICIAL DEPOSITORY LIBRARIES

ABILENE:
Hardin-Simmons University

AUSTIN:
Huston-Tillotson College

BAYTOWN:
Sterling Municipal Library

DENTON:
Emily Fowler Public Library

HARLINGEN:
Harlingen Public Library

LA GRANGE:
Fayette County Schools

SHERMAN:
Sherman Public Library

WHARTON:
Wharton County Junior College

OUT-OF-STATE UNOFFICIAL DEPOSITORY LIBRARIES

ARKANSAS:
University of Arkansas, Fayetteville

CALIFORNIA:
California State Library, Sacramento
Stanford University Libraries, Stanford

CONNECTICUT:
Connecticut State Library, Hartford

ILLINOIS:
Center for Research Libraries, Chicago
Illinois State Library, Springfield
University of Illinois, Urbana

MAINE:
Law & Legislative Library, Augusta

MASSACUSETTS:
Massachusetts State Library, Boston

MICHIGAN:
University of Michigan, Ann Arbor

NEW YORK:
New York State Library, Albany

NORTH CAROLINA:
University of North Carolina, Chapel Hill

OHIO:
Ohio State University Library, Columbus

OKLAHOMA:
University of Oklahoma Libraries, Norman

WISCONSIN:
State Historical Society, Madison
Milwaukee Public Library, Milwaukee

TEXAS SELECTING LIBRARIES

ABILENE:
Murray College

ALVIN:
Alvin Community College

AMARILLO:
Amarillo College Library
Health Sciences Library

ARLINGTON:
Arlington Public Library

AUSTIN:
Brown, Maroney, Rose & Baker
Capitol Area Planning Council
Espey-Huston and Associates
Juarez Lincoln University
Lower Colorado River Authority
Mexican-American Chamber of Com.
Southwest Econometrics
Southwest Educational Dev. Lab.
Texas Observer
Texas Research League
Texas Sys. of Natural Lab.
C.I.T.E. Resource Center
U.S. Bureau of Reclamation
Public Utilities Commission
Radian Corporation
Saint Edward's University

BATESVILLE:
Batesville Independent Sch. Dist.

BEEVILLE:
Bee County College Library

BELLAIRE:
Bellaire City Library

BIG SPRING:
Big Spring State Hospital

BORGER:
Frank Phillips College

BRACKETTVILLE:
Kinney County Law Library

BRENHAM:
Blinn College Library
N.C. Roberts Memorial Library

BROWNWOOD:
Howard Payne College Library

BRYAN:
Bryan Public Library

COLLEGE STATION:
Texas A&M-Agric. Economics
Texas A&M-Agric. Exper. Station
Texas A&M-Agric. Extension Service
Texas A&M-Center for Marine Resources
Texas A&M-Sea Grant Program
Texas A&M-Real Estate Research Center
Texas A&M-Transportation Institute
Texas A&M-President's Office

COPPERAS COVE:
Copperas Cove Public Library

CORPUS CHRISTI:
Corpus Christi Caller Times News
PPG Industries, Library
Texas A&M-Marine Advisory Service

CORSICANA:
Navarro Junior College

DALLAS:
Dallas Morning News
First International Bancshares, Inc.
Southern Methodist Univ. Law School
Bishop College Library

EL PASO:
Public Health Region 3 Library

FORT STOCKTON:
Fort Stockton Public Library

GALVESTON:
American Natl. Insurance Company Library
Galveston College Library
Rosenberg Library

GARLAND:
Nicholson Memorial Library

HAWKINS:
Jarvis Christian College

HENDERSON:
Rusk County Memorial Library

HOUSTON:
Vinson & Elkins, Inc.
Houston Academy of Medicine
Houston-Galveston Area Council
Houston Minerals and Oil Corp.
Houston Chronicle
Houston Power & Light Company
U. of Houston-Inst. of Urban Stud.
Texas Southern University
Houston Dept. of Aviation
San Jacinto College
Southwest Research Institute
University of Houston-Downtown
Univ. of Houston-Law Library
Univ. of Texas-Public Health Lib.

HUNTSVILLE:
Sam Houston State University

HURST:
Tarrant County Junior College

IRVING:
Irving Public Library

JACKSONVILLE:
Lon Morris College

KEENE:
Southwestern Union College

LA FERIA:
Dunlop Memorial Library

LAKE JACKSON:
Brazosport College Library

LA PORTE:
La Porte Public Library

LEWISVILLE:
Lewisville Public Library

LUBBOCK:
Lubbock City-County Library
Texas Tech-Health Sciences Centr.

LUBBOCK (Cont.):
Texas Tech-University Bulletins
Texas Tech-School of Medicine
Texas Tech-Law School
Texas Tech-Petroleum Engineering
Texas Tech-Southwest Collection

MARBLE FALLS:
Marble Falls Public Library

MEDINA:
Medina Children's Home

MIDLAND:
Midland Public Library

NACOGDOCHES:
Stephen F. Austin State University

NAVASOTA:
Grimes County Library

ODESSA:
Ector High School Library
Odessa College

ORANGE:
Orange Public Library

PASADENA:
Pasadena Public Library
San Jacinto College Library

PORT ARTHUR:
Economic Opportunity Commission, East Texas
Gates Memorial Library

RICHARDSON:
Richardson Public Library

ROCKDALE:
Lucy H. Patterson Memorial Library

ROUND TOP:
Winedale Inn Properties

SAN ANGELO:
Tom Green County Library

SAN ANTONIO:
Camino Real Health Service Agency
G.W. Carver Branch Library
Las Palmas Branch Library
Oakwell Branch Library
San Antonio College Library
San Antonio State Hospital

SAN ANTONIO (Cont.):
San Pedro Library
Southwest Research Institute
Westfall Branch Library

SAN MARCOS:
San Marcos Public Library

SEGUIN:
Texas Lutheran College

SHERMAN:
Austin College

TEMPLE:
Temple Public Library

TEXAS CITY:
College of the Mainland

TYLER:
Carnegie Public Library

UNIVERSAL CITY:
Randolph High School

UVALDE:
Uvalde High School

VICTORIA:
Victoria College

WACO:
McLennan Community College
Texas State Technical Institute

OUT-OF-STATE SELECTING LIBRARIES

COLORADO:
University of Colorado, Boulder
Metropolitan State College, Denver
Colorado State Unviersity, Fort Collins

CONNECTICUT:
Yale University, New Haven
University of Connecticut, Storrs

WASHINGTON, D.C.:
Advisory Commission on Intergovernmental Relations
U. C. J. R. S.
NLC USCM Library

ENGLAND:
British Museum, London

FLORIDA:
Nova University, Fort Lauderdale
University of Florida, Gainesville
Florida State University, Tallahasse

GEORGIA:
University of Georgia Libraries, Athens
University of Georgia, Athens
Emory University, Atlanta
Georgia State University, Atlanta

ILLINOIS:
Unive city of Illinois at Urbana, Champaign
De Paul University, Chicago
University of Chicago, Chicago
Northwestern University, Evanston

INDIANA:
Indiana State University, Terre Haute
Purdue University, West Lafayette,

IOWA:
Iowa State University, Ames
Iowa State Historical Commission, Des Moines
University of Iowa, Iowa City

KANSAS:
University of Kansas, Lawrence

KENTUCKY:
Council of State Governments, Lexington
Northern Kentucky State College, Highland Height

LOUISIANA:
Louisiana State University, Baton Rouge

MARYLAND:
Maryland Department of Legislative Reference, Annapolis
Maryland State Library, Annapolis
University of Maryland, Baltimore

MASSACHUSETTS:
Boston Public Library, Boston
New England School of Law, Boston

MICHIGAN:
Michigan State Library, Lansing
Central Michigan University, Mount Pleasant

MINNESOTA:
Mankato State College, Mankato
University of Minnesota, Minneapolis

MISSOURI:
University of Missouri, Kansas City
Southwestern Bell Telephone, St. Louis
Washington University, St. Louis

MONTANA:
University of Montana, Missoula

NEBRASKA:
University of Nebraska at Omaha, Omaha

NEVADA:
University of Nevada Library, Reno

NEW HAMPSHIRE:
Legislative Reference Library, Concord

NEW JERSEY:
Rutgers State University, Newark
New Jersey State Library, Trenton

NEW YORK:
State University of New York at Albany, Albany
State University of New York at Buffalo, Buffalo
State University of New York at Binghampton, Binghampton
State University College, Geneseo
Hawkins, Deiafiled & Wood, New York City
New York Public Library, New York City
New York University, New York City
State University of New York, Stony Brook

NORTH CAROLINA:
Duke University, Durham
University of North Carolina, Greensboro

OHIO:
University of Cincinnati, Cincinnati
State Library of Ohio, Columbus
University of Toledo, Toledo

PENNSYLVANIA:
First Pennsylvania Bank, Philadelphia
Free Library of Philadelphia, Philadelphia

RHODE ISLAND:
University of Rhode Island, Kingston

SOUTH CAROLINA:
South Carolina State Library, Columbia

TENNESSEE:
Tennessee State Library, Nashville

UTAH:
Brigham Young University, Provo

VIRGINIA:
Virginia State Library, Richmond

WASHINGTON:
Washington State Library, Olympia
Washington State University, Pullman
Seattle Public Library, Seattle
University of Washington, Seattle

WISCONSIN:
Legislative Reference Bureau, Madison
University of Wisconsin at Oshkosh, Oshkosh
University of Wisconsin at Platteville, Platteville

ALA GOVERNMENT DOCUMENT ROUND TABLE

WORK GROUP ON STATE CHECKLISTS

Approved by State Documents Task Force, February 1, 1977

WHEREAS, the ALA has adopted "Guidelines for Minimum Servicing of State Documents" which states: (4) The appropriate state agency should compile and distribute a checklist and/or shipping list of its publications. Such a list should appear a least quarterly"; and

WHEREAS, the Library of Congress Monthly Checklist of State Publications is selective and does not purport to be a comprehensive state bibliographic tool; and

WHEREAS, checklists of state publications are necessary for bibliographic control; now, therefore be it

RESOLVED that each state must assume primary responsibility for bibliographic control of its own publications in order to provide access to state documents, and, be it further

RESOLVED, that guidelines for checklists of state publications are hereby promulgated.

1. LEGALITY. A checklist of state documents should be required statutorily.

2. SCOPE. This official state documents checklist should provide the most complete listing of the state's documents as is possible.

3. FORMAT. The checklist publication should follow the American National Standards Institute, Inc. American National Standard for Periodicals: Format and Arrangement. 1967 (11p.) (ANSI Z39.1-1967) Sponsored by the Council of National Library Associations.

4. FREQUENCY. A. The checklist should be published at least quarterly (ALA Guidelines for Minimum Servicing of State Documents, 4a) B. A cumulative index should appear at least annually.

5. DISTRIBUTION. Adequate in-state and appropriate out-of-state distribution should be provided.

6. PREPARATION. Preparation of the checklist should be by, or supervised by, professional library personnel.

7. CHECKLIST CONTENT

A. Full statement of the scope of the checklist.
   1. Policy segment developed by responsible agency.
      a. Agencies & types of publications excluded from the list.
      b. Period covered (publication date or receipt date of publications listed.
      c. Inclusion policy for "older" publications.
      d. Treatment of periodicals (listed each issue, semi-annual, annual, etc.)

B. Information on how to obtain copies of listed publications.
C. Cross-references.

8. BIBLIOGRAPHICAL CONTENT OF ENTRIES

A. Corporate author.
B. Full title, including beginning and ending date for period reported for continuations (and cover title when appropriate).
C. Personal author
D. Imprint (including copyright if applicable)
E. Collation
F. Series
G. Price
H. Restrictions on distribution and availability.

9. MAILING ADDRESSES. The mailing address of the agency should appear either as an adjunct to the entry or at the end of the checklist.

10. MAILING LISTS. Prior to updating the mailing list, notification should appear in the checklist to alert recipients.

11. NEW AGENCIES. When the first publication of a new agency is listed, the legal authority for the agency's creation and a brief history should be included.

CHECKLIST COMMENTARY

This is the second guideline prepared by ALA GODORT State Documents Task Force, February 1, 1977, to assist in the bibliographic control of state documents. The checklist guidelines are an opportunity for all states to cooperate in achieving uniformity in reporting the existence of state documents -- furthering the goal of nationwide bibliographic control.

The major single bibliographic source for identifying state documents, the Library of Congress' Monthly Checklist of State Publications, is an accessions list of state publications received by LC. Therefore, any state publication not received is not listed. Only the state agency responsible for identifying and collecting the state's publications is in a position to report fully to the document user on the state's publishing activities.

At 1975 ALA Mid-winter, a questionnaire was developed and mailed to all fifty states concerning their checklists. The forty-two responses served as the basis for the creation of the checklist guidelines. The guidelines were created to specify those characteristics deemed to be essential for effective reporting of state documents; yet, are left open enough to allow for the states' needs and philosophy.

This commentary is offered to assist the user in understanding the intent of the committee.

To further understanding the following definitions have been adopted and are used in all State Documents Task Force guidelines:

1. LEGALITY. As of 1975, 35% of the checklists are prepared in accordance with law. The requirement for a checklist should be statutory to insure continuance and to designate the responsible agency. The legislation should define the purpose of the checklist, authority for its preparation, publication and distribution, and the funding source. It should be part of the document depository law if one exists.

2. SCOPE. The checklist should include as complete a listing of state agency titles as is possible. Any deviation from the above definitions should be noted in a policy statement. Once a policy is established and made known, diligence should be exercised to discover and list all works. The greater the scope and effort, the more significant and useful the checklist will be.

A checklist is primarily current in nature, listing those documents published or received by the agency during the specified time period. However, the inclusion of "older" titles not previously noted merits policy consideration.

3. FORMAT. The checklist should adhere to those nationally recognized standards for periodical publications developed by the Council of National Library Association in cooperation with the American National Institute, Inc.

4. FREQUENCY. As the checklist is primarily an acquisition tool, timeliness is paramount. In state publishing, printings are often limited in number, quickly out of print and are seldom reprinted; therefore, the checklist's usefulness as an acquisitions tool is in direct ratio to its frequency.

INDEX. "Cumulative" is used to indicate the desirability of indexing more frequently than annually. The minimal index is an enriched KWIC or KWOC

index. It is desirable that additional points of access be afforded by indexing by subject, title, author, corporate author, series, etc.

5. DISTRIBUTION. The checklist should be sent automatically to all state depository libraries. Acknowledging the state's responsibility in the national bibliographic control of state documents, the list should be available to out-of-state libraries (including the Library of Congress, Center for Research Libraries and Council of State Governments) on subscription basis if not available complimentarily, and to other libraries and individuals. Before resorting to subscriptions, an exchange agreement between out-of-state libraries should be considered.

6. PREPARATION. Professional supervision is necessary to insure proper bibliographic citations, to identify incomplete bibliographic information and misinformation on the publications, and to prepare a quailty index.

7. CHECKLIST CONTENT.

A. Statement of Scope. A statement should appear in the foreword of each issue stating that policy scope developed by the responsible agency. It should note any agencies excluded from the definition of state agencies, exclusions of certain types of publications, frequency and type of index, annual cumulation (if applicable) and inclusion policy for periodicals (each issue, semi-annual, etc.). In addition, the arrangement of the checklist must be carefully explained including choice of entry, arrangement or author, series arranged by title of series or individual title or author, etc.

B. Availability of Publications. As an acquisitions tool, the availability of publications listed should be noted. Addresses should either accompany the entries or be appended to the checklist. Symbols used must be explained. If applicable, the availability of microforms should be indicated. State depository libraries should be listed at least annually to assist checklist users in locating documents to borrow.

C. Cross references. Cross references from variant agency forms are necessary to assist the user.

8. A. Corporate author. The geographical entity is understood to be that of the issuing state; therefore, state name preceding agency may be omitted. Form of agency name used is not specified as degree of variance is so great. However, it is agreed that divisions of an agency will be listed following the agency as a subdivision.

B. Full title should include beginning and ending date of report period for annual reports and similar continuations. Cover title should be included when prominent and at variance with title page.

C. Personal author(s) should be included.

D. Place of publication may be omitted if same as capital. Copyright should be included to alert the librarian and user that the material has restrictions on the duplication and reproduction of content.

E. Series may be listed as series title or author as long as the scope note correctly describes the treatment. However, it is important that series information is included.

F. The price is necessary and desirable when known as it alleviates correspondence between inquiror and distributing agency.

G. Restrictions on distribution and availability when noted eliminate needless correspondence. Periodicals can be listed annually; (if date of listing is noted in scope note) and should include volume(s) and date(s) of issue, giving inclusive volumes, not date frequency. New titles should be reported when issued.

Certainly there are more desirable features which the committee felt a checklist could display. However, these could not be called minimum standards. For the ambitious, a few of these are listed below.

1. Addition of classification number and subject headings.
2. Special notation for reference tools.
3. Historic cumulations for agency names.
4. Holding symbols.
5. Full cataloging data, i.e. tracings with entry.

GUIDELINES FOR MINIMUM

STATE SERVICING OF STATE DOCUMENTS

1. In each state an agency or agencies should be designated by law to act as the depositories for the documents published by the state and to maintain a collection of and to distribute copies of such documents within the state and to exchange copies with other states. The functions of such depositories should be adequately defined and determined in legislation.

2. The appropriate state agency should maintain a list of in-state depositories to which it regularly sends some or all state documents, and should receive a sufficient number of copies to serve those depositories.

3. The appropriate state agency should be prepared to exchange documents with other states, or at least to have an adequate supply of copies available to meet out-of-state requests. What is an adequate supply of copies will depend on the nature of the document and its potential interest to persons in other states.

4. The appropriate state agency should compile and distribute a checklist and/or shipping list of its state publications.

4a. Such a list should appear at least quarterly.

5. The appropriate state agency should deposit at least one copy of all its state publications with the Library of Congress, and send at least one copy to an additional designated national depository.

6. The appropriate state agency should maintain and have available for distribution an authority list of state agencies.

7. In the appropriate state agency at least one professional person (full time or equivalent) should be assigned to the state documents function, and that person should have adequate supportive staff.

Approved by Government Documents Roundtable
Approved by Association of State Library Agencies
Approved by American Library Association

ARTICLE 5442. DISTRIBUTION OF PUBLICATIONS. (a) On the requisition of the State Librarian therefor, the Board of Control shall cause to be printed and furnished to the State Library for distribution and exchange the following publications, or such additional number as said librarian shall request: 150 copies of all annual, biennial and special reports of state departments, boards and institutions, findings of all investigations, bulletins, circulars, laws issued as separates, and legislative manuals, and 150 copies of all other publications, except routine business forms and court reports. No accounts for such printing shall be approved and no warrants shall be issued therefor, until the Board of Control is furnished by the contract printer with the receipt of the Librarian for such publications.

(b) Each state agency, department, board and institution shall file with the State Library at least ten copies of any report filed with the United States Equal Employment Opportunity Commission, and the State Library shall file three copies of such reports with the State Legislative Library. The State Librarian is encouraged to distribute copies of such reports in accordance with the provisions of section (a) above. Acts 1913, p. 281; Acts 1919, 2nd C. S., p. 154; Amended Acts 1969, 61st Leg., ch. 55, p. 154; Amended Acts 1973, 63rd leg.

ARTICLE 5442a. DEPOSITORY LIBRARIES FOR STATE DOCUMENTS

Section 1. The term "state document" as used in this Act means all publications of state agencies which the Texas State Library is authorized by Revised Civil Statutes, 1925, Article 5442, to acquire and distribute.

Section 2. The term "depository libraries" as used in this Act means the Texas State Library. the Legislative Reference Library, libraries of state institutions of higher education, and other libraries so designated by the Texas Library and Historical Commission upon determination that such designations are necessary to provide adequate access to state documents.

Section 3. Each state agency shall furnish the Texas State Library or the Legislative Reference Library with state documents in the quantity specified in Article 5442, Revised Civil Statutes of Texas, 1925, as amended.

Section 4. State documents shall be made available to depository libraries under the direction of the Texas State Library.

Section 5. To facilitate distribution of state documents, each state agency shall furnish the Texas State Library with a list of state documents which it has issued during the preceding month, this list to be reproduced and distributed to all depository libraries and to such other agencies and institutions which request this list.

Section 6. Free use by the general public shall be a condition of depository privilege.

Section 7. The provisions of this Act shall be construed as additional and cumulative to all other laws. Acts 1963. 58th Leg., ch. 438, p. 1133; Amended Acts 1969, 61st Leg., ch. 55, p. 154; Amended Acts 1973, 63rd Leg.